

State of Nevada
Board of Examiners for Long Term Care Administrators

RESIDENTIAL FACILITY ADMINISTRATOR APPLICATION *PLEASE*

READ THE FOLLOWING INSTRUCTIONS CAREFULLY

The Board of Administrators for Long Term Care Administrators (BELTCA) requires Residential Facility Administrator Applicants to complete a comprehensive program for licensure which includes the following:

- * 100 hour Introductory Course that includes 60 hours on the 5 Domains of Practice as prescribed by the National Association of Long Term Care Administrator Boards (NAB) and 40 hours on Best Practices for Nevada Residential Care;
- * 40 hours of Administrator-In-Training (AIT) or study under the supervision of a mentor who has been approved by the Board, and
- * 8 hours of training on Nevada State Regulations covering Long Term Care Administrators.

Complete and submit the Application for Licensure with the required documentation and fees. Page 13 of the Application provides the information required to obtain the first 60 hour Introductory Course on the 5 Domains of Practice. This course is offered by hard copy manual or on-line. Upon completion of the first 60 hours, applicant must submit a Certificate of Completion to the Board. Upon receipt of the certificate, you will be provided with the information required to proceed with the remaining 40 hours on Best Practices for Nevada Residential Care. Once the 100 hour Introductory Course has been completed, applicants will move forward with the AIT Program and Regulation Training provided by the Board. After completion of the AIT Program and Regulation Training, the applicant is eligible to take the National Residential Facility Administrator NAB Exam. Upon passing the NAB exam and Background Clearance, the applicant's file will be presented to the Board for review. If approved, a provisional license will be issued pending final approval by the full Board at the next quarterly Board Meeting.

Minimum Requirements:

1. Applicant must be 21 years of age or older.
2. Applicant must have received a minimum of a High School Diploma or the equivalent.
3. Applicant must be a citizen of the United States or have a permanent Work Permit. A copy of the work permit or Green Card must be included with the application.
4. Applicant must be able to communicate adequately in the English language both verbally and in writing.
5. Applicant must have two years of experience in residential caregiving or as a manager of a residential facility for groups or an administrator of a residential facility for groups within the 6 year period immediately preceding the date on which an application is submitted; or 1 year of experience in the field of healthcare.

INSTRUCTIONS

1. Submit completed application with all required documentation and fees.
2. Obtain and complete the first 60 hours of the 100 hour Course from a BELTCA approved provider. The cost of this program is not included in your application fee.
3. Complete the final 40 hours of the 100 hour Course in a class.
4. Complete 40 hours of sponsored, on-site Administrator-In Training (AIT).
5. Complete 8 hours of Regulation Training approved by BELTCA.
6. Pass the National Residential Facility Administrator NAB Exam.
7. Background Clearance.

Upon the completion of the above, your application will be reviewed by the Board before the issuance of your Provisional license. A final license will be issued upon approval by the full Board at its next Quarterly Board Meeting.

Application:

A hand printed or typed State of Nevada Application must be completed by all applicants. All blanks must be completed. Required as part of the application are the following:

1. Transcripts or diploma from your educational institution.
2. Two (2) completed fingerprint cards or a receipt indicating that fingerprints have been submitted electronically.
3. Two (2) passport sized photos taken within the year preceding your application.
4. A copy of your Driver's License or other photo I.D
5. A Cashier's Check or Money Order for the amount of the required fees.

Fees:

Licensure Program (payment in full upon submission of application) \$2,450.00
or

Licensure Program (2 installment payments of \$1,000 and final payment of \$650.00). . . . \$2,650.00

Payments are due as follows:

** \$1,000 upon submission of application*

** \$1,000 prior to beginning AIT*

**\$650 prior to licensure*

Fees must be paid in full prior to issuance of a license.



We now accept MasterCard, Visa and Discover. For payment by Credit Card, complete and attach a Credit Card Authorization Form (See Forms – Other).

All fees are non-refundable.

The failure to complete all required blanks and/or include required documentation will delay the processing of your application or it could be returned or rejected.

Residential Facility Administrator National NAB Exam

The fee for the exam paid to NAB must be charged to your credit card or bank debit card when you apply online. **This is not a part of the application fee.** If you should fail the examination the first time, you may retake the examination one more time within a year of the initial test date. To be eligible to retake the exam, send a written request to BELTCA along with a fee of \$25.00. Once received, we will authorize you to retake the exam. NAB will charge to retake the test.

BELTCA RETAINS FINAL AUTHORITY TO APPROVE OR DENY AN APPLICATION.

ALL APPLICATIONS FOR LICENSURE MUST BE COMPLETED WITHIN TWO (2) YEARS OF THE ORIGINAL DATE OF SUBMITTAL. APPLICATIONS NOT COMPLETED WITHIN TWO (2) YEARS WILL BE CONSIDERED VOID.

If you have any question regarding the licensure process, please contact this office at
(702) 486-5445.